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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR DATE: 16 May 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #20

I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS:

[redacted] 25X1

C. New T/O - The DD/S approved the reduction of OTR T/O positions to conform to personnel ceiling and the Position Evaluation Division, OP, has taken action to correct the T/O for the 31 May 1956 T/O run. The 'new' T/O will reflect [redacted] 25X1

25X1 [redacted]

D. [redacted] ?

E. Clerical Placement - The clerical placement situation is still somewhat critical with no new EODs or reassignments into OTR for this reporting period.

F. Typewriter Procurement - Three special foreign language typewriters were ordered for LETS. The typewriters will be equipped with changeable type, a feature which will enable LETS to use these machines for practically all the languages of the world which use the Latin alphabet.

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G. OTR Courier Service - The volume of mail and material handled by OTR couriers has increased steadily; furthermore, there is a shortage of one courier at the present time. Therefor, the current schedule is being adjusted on a trial basis to alleviate this situation. The new schedule will be published when the "bugs" have been worked out.

H. Delinquency Statements - A reply to the recent IBM listing of delinquent accounts was sent to the Finance Division on 9 May. Of the ten persons listed on the report, nine have settled their accounts, and one individual will submit accountings prior to 18 May which will lead to settlement.

[redacted] 25X1

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L. Enrollment in Operations School Courses - A report on the number of students who have been enrolled in Operations School courses during fiscal year 1956 is being prepared at the request of C/OS. This report is to be used in the preparation of the OS budget.

M. 1956 FSI - External Training Program - The FY 1956 agreement for this program was approved by DTR and transmitted to the Deputy Comptroller for coordination with Department of State Comptroller.

N. PERSONNEL ITEMS:

[redacted] 25X1

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25X1

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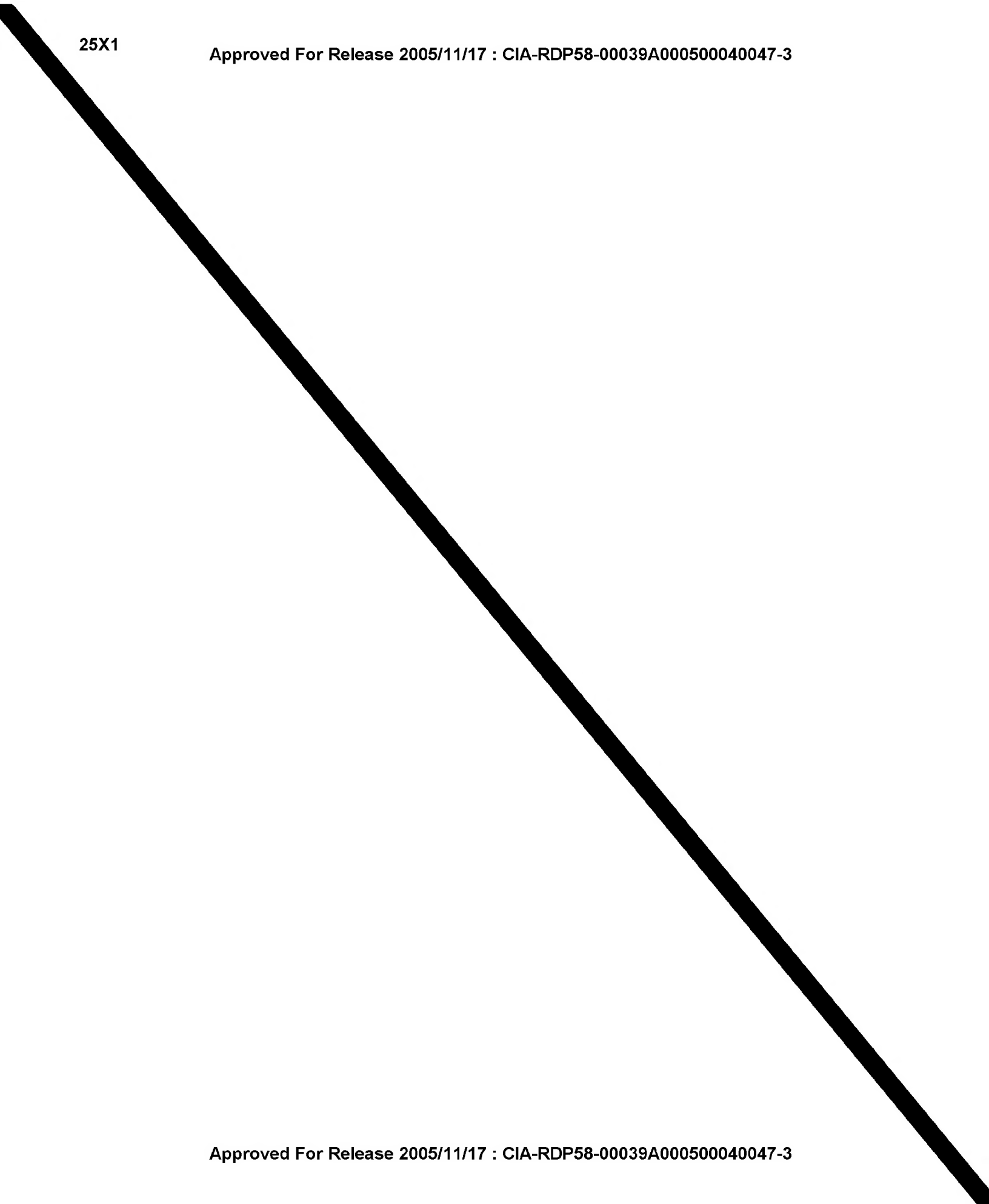

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